



Macon County

Accounting Technician

Board of Commissioners

JOB SUMMARY

This position is responsible for providing administrative and clerical support in the service of County government operations.

MAJOR DUTIES

- Assists in preparation of annual budget.
- Processes and files all accounts payable by reconciling purchase orders with invoices, preparing and mailing checks.
- Enters all information in financial records' systems, maintains general ledger for cash payments and enters any adjustments in the system.
- Processes and reconciles payroll for County employees and elected officials.
- Conducts manual checks for monthly garnishments, credit union, and health and life insurance.
- Prepares monthly and quarterly financial reports and provides budget information to department heads.
- Prepares deposits, receives payments, and reconciles bank statements for EMS operations.
- Assist with procurement process, preparing bid packages and evaluating bid submissions.
- Answers the telephone, greets visitors, and provides information and assistance as requested.
- Prepares correspondence, memos and purchase orders as needed.
- Attends monthly Board of Commissioners meetings, records official actions and prepares minutes.
- Assists in grant administration and preparing monthly reports.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of local government operations, regulations and standards.
- Knowledge of modern office principles and practices.
- Knowledge of generally accepted accounting principles.
- Knowledge of computers and job-related software programs like Tyler Technologies preferred.
- Skill in the preparation of clear and precise administrative reports.
- Skill in oral and written communication.
- Skill in interpersonal relations.

SUPERVISORY CONTROLS

The County Manager assigns work in terms of general instruction and grant administration. The Deputy County Manager assigns work in regard to financial administration, i.e. payroll, payables, etc. The supervisor spot-checks completed work for compliance with procedures, accuracy, as well as the nature & propriety of results.

GUIDELINES

Guidelines include County ordinances, rules, regulations and applicable state and federal laws. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY /SCOPE OF WORK

- The work consists of related administrative and clerical duties. Strict deadlines and the accuracy of information processed contribute to the complexity of the position.
- The purpose of this position is to provide administrative and clerical support for the County. Successful performance helps ensure the efficiency and effectiveness of all County government operations.

CONTACTS

- Contacts are typically with co-workers, other County employees, elected and appointed officials, vendors, and members of the public.
- Contacts are typically to provide services; to give or exchange information; or to resolve problems.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table and intermittently standing, walking, stooping, bending, or crouching. The employee occasionally lifts light objects.
- The work is typically performed in an office, library or computer room.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic accounting training associated minimally with an associate degree; however Baccalaureate degree preferred.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.